

REQUEST FOR A HEARING

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04 (1)(m)].

Notice: There are important notices for you about this form on the reverse of this page. Please read this information. If you need assistance completing this form, please call the Client Assistance Program (CAP) at this toll free number: 800-362-1290 (Voice/TTY).

Instructions: Print clearly or type when you complete the form. You may attach additional pages if you need more space. Keep a copy for your records. Send the original to:

DVR Hearing Coordinator
P.O. Box 7852
Madison, WI 53707-7852

The DVR Hearing Coordinator will forward a copy of your hearing request to your local DVR office. Hearings are completed within 60 days after we receive this form (unless the Impartial Hearing Officer grants an extension for good cause).

Name and Address	Home Phone () Work Phone ()
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What is the best time to contact you regarding your hearing request, and where?:

What is the issue involved in your hearing request? (Tell us the decision you want reviewed.)

What is the desired outcome of your hearing? (Tell us the decision you want.)

Do you currently have a representative for your hearing (e.g., CAP)? ☐ Yes ☐ No

If YES, what is the person's name and telephone number?:

Signature	Date Signed
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INFORMATION ON COMPLETING THIS FORM

Do you have to fill out this form? Completion of this form is voluntary. You do not have to complete this form. However, we may not be able to help you if you do not give us the information we need for your hearing request.

Is the information you give us confidential? The personal information you give us is confidential and is not released to anyone without your permission except as provided by 34 CFR 361.49, Code of Federal Regulations and Chapter DWD 68 of the Wisconsin Administrative Code. We report statistical information about appeals as part of our federal reporting requirements.

Is there anyone who can help you who isn't part of DVR? The Client Assistance Program (CAP) can help you complete this form. CAP can also discuss your appeal with you. If you would like to talk with someone from CAP, please call 800-362-1290 (Voice/TTY).

The Client Assistance Program (CAP) is not part of DVR. CAP can explain DVR policies and procedures, as well as explain your rights and responsibilities as a consumer. The CAP toll free telephone number is 800-362-1290.

REQUESTING A HEARING

Why should you request a hearing? A hearing is a formal appeal process. If you don't agree with something your DVR counselor decided, you may use the formal appeal process and request a hearing before an Impartial Hearing Officer (IHO). Examples of decisions include: denying you a service or denying your active involvement in choosing a service provider or in choosing a career goal.

Is there a less formal option? If you simply want to talk to someone about your case, you may wish to request an informal review with a DVR supervisor with your local DVR office. An informal review is a meeting (or a telephone conference call if agreed to by everyone) that is one way to help solve problems between you and the DVR counselor. You have the right to have the informal review and then to ask for a formal hearing. To request an informal review, telephone or write the District Director at your local DVR office.

How do you ask for a hearing? We recommend that you complete this form so that we have the information we need to move ahead with your hearing request. Your written request must say what decision you want reviewed (the issue) and what decision you want (the desired outcome).

Send your hearing request to:

DVR Hearing Coordinator
PO Box 7852
Madison, WI 53707-7852
800-442-3477 (Voice)
888-877-5939 (TTY)

What will happen after I request a hearing? The DVR Hearing Coordinator will send you a letter with information on two Impartial Hearing Officers. The letter will ask you to call or write the DVR Hearing Coordinator with your choice within 7 days. You will also receive more information on what will happen at a hearing (Chapter DWD 75). The selected Impartial Hearing Officer will then call or write to you.

What is a prehearing interview? The Impartial Hearing Officer will ask you and other people involved to participate in a prehearing interview before the hearing (a face-to-face meeting or a telephone conference call). The Impartial Hearing Officer will ask for a statement of the issue(s) to be heard at the hearing and for potential witnesses, exhibits or motions. A mutual agreement may be reached at the prehearing interview or prior to your hearing. However, a prehearing interview will not delay your hearing.

How long does it take to have a formal hearing? A hearing is completed within 60 days after we receive your completed, written request unless the Impartial Hearing Officer grants an extension for good cause.